

## Transfer vs. Reassignment

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### Transfer:

- A transfer is when an employee moves to a vacant position in the same job class, or a different job class in the same pay grade (can be intra or inter-agency).
- The vacant position must be posted on NEOGOV and the employee must be hired in accordance with DAS Administrative Rules.
- P1 type 088 Transfer is used to move the employee who was hired into the vacant position.

### DAS ADMINISTRATIVE RULES:

**Definition – Chapter 50:** “Transfer” means the movement of an employee from a position in a job class to a vacant position for which the employee qualifies in the same or different job class in the same pay grade. A transfer may include a change in duties, work location, days of work or hours of work. A transfer may be voluntary at the request of the employee, or involuntary at the discretion of the appointing authority.

**11—59.5(8A) Transfer.** Transfers are restricted to the movement of an employee to a vacant position of the same or different job class in the same pay grade. Transfers may be interagency or intra-agency. To be eligible to transfer, the employee must meet any minimum qualifications and selective requirements for the position. Vacancies must be filled in accordance with 11—Chapter 56.

An employee may request a voluntary transfer. The decision to grant or deny a request for voluntary transfer is made by the receiving appointing authority.

An appointing authority may involuntarily transfer an employee. To do so, any applicable collective bargaining agreement provisions regarding transfer must first be exhausted. Involuntary interagency transfers require the approval of both the sending and the receiving appointing authorities.

If the transfer of an employee would result in the loss of merit system coverage, the transfer shall not take place without the affected employee’s written consent to the change in merit system coverage. A copy of the consent letter shall be forwarded by the appointing authority to the director. If the employee does not consent to the change in coverage, a reduction in force may be initiated in accordance with these rules or the applicable collective bargaining agreement.

### Reassignment:

- A reassignment is when an appointing authority makes changes to an employee’s current position. It may result in movement within the same organizational unit or another organizational unit, a change in duties, work location, days of work, or hours of work.
- A reassignment may involve one or more of the following M5s and/or P1s (including, but not limited to):
  - Move to a different organizational unit: Cost Center Change M5
  - Work location change: 279 Work Address/Work Phone Number Change P1
  - Days of work: 289 Monday through Friday Work Week P1 (if changing to/from a Monday through Friday work week); update default timesheet in HRIS time reporting module to reflect new work schedule
  - Hours of work (full-time to part-time or vice-versa): Position Type Change M5 and FTE Change M5, followed by 289 Hours Per Week Change P1 and 377 Condition of Employment Change P1; update default timesheet in HRIS time reporting module to reflect new work hours
  - Change in duties: Reclassification M5, followed by a 692 Reclassification P1

### DAS ADMINISTRATIVE RULES:

**Definition – Chapter 50:** “Reassignment” means the movement of an employee within the same organizational unit or to another organizational unit at the discretion of the appointing authority. A reassignment may include a change in duties, work location, days of work or hours of work and may be temporary or permanent. A reassignment may result in a change from the employee’s previous job classification.

**11—59.2(8A) Reassignment.** An appointing authority may reassign an employee. Reassignments may be intra-agency or interagency. Interagency reassignments require the approval of both the sending and the receiving appointing authorities.

An employee who refuses a reassignment may be discharged in accordance with rule 11—60.2(8A), except as provided in this rule.

If the reassignment of an employee would result in the loss of merit system coverage, an appointing authority may not reassign that employee without the employee’s written consent regarding the change in merit system coverage. A copy of the consent letter shall be forwarded by the appointing authority to the director. If the employee does not consent to the change in coverage, a reduction in force may be initiated in accordance with these rules or the applicable collective bargaining agreement.